

Kent and Medway Multi-Agency Policy, Protocols and Guidance Amendments for Publication 31st January 2012

All sections below in **red**, represent additions/changes to the relevant sections of the document.

- **All references to CM31 will now be referred to throughout the documents and checklists as the alert / referral form as Kent will be changing the number for their alert / referral form from CM31 to SG1, following our LEAN process.**

New Introductory Letter, from Andrew Ireland, Corporate Director Families and Social Care (KCC) and Chair of the Kent and Medway Multi- Agency Safeguarding Board

31st January 2012

Dear Colleague

Re: Revised Kent & Medway Multi Agency Adult Protection Policy, Protocols and Guidance

I am delighted to introduce the latest revised version of the Kent & Medway Multi Agency Adult Protection, Policy, Protocols and Guidance.

The contents of the document are reviewed on a six monthly basis by the multi agency review group. Agreed changes are posted on the Kent and Medway Multi Agency Board's website on the 31 January and 31 July each year. The updated document along with a separate record of amendments can be accessed via the Kent or Medway Council Websites or directly from the Board's [website](#).

There is a separate amendments section which provides details of all the changes made to the original documents produced in May 2005. The amendments records refer to the named and numbered sections of the policy, protocols and guidance document.

It will be the responsibility of the recipient of this document to ensure that their copy of the document is kept up to date with any changes from the website.

Yours sincerely

**Andrew Ireland
Corporate Director Families and Social Care (KCC)
Chair of the Kent and Medway Multi- Agency Safeguarding Board**

New Signatory for Families and Social Care (KCC):

Andrew Ireland
Corporate Director Families and Social Care (KCC)
Chair of the Kent and Medway Multi- Agency Safeguarding Board

Policy Section:

3 What is Adult Abuse and to Whom Does it Apply?

3.2.1 Vulnerable adult to vulnerable adult abuse

For more information see:
[Additional Guidance to Support Agencies and Services to Respond to Abuse of Vulnerable Adults by other Vulnerable Adults](#) document on the Kent.gov website

4 Types of Abuse

4.9 Domestic abuse

See Joint Police, Social Services and Health [protocol](#) for dealing with cases of domestic abuse where vulnerable adults are involved.

From 13th April 2011 there has been a statutory requirement to consider carrying out a domestic homicide review in all relevant cases. Kent and Medway have developed separate Domestic Homicide Review Protocols which support local practice. These have been written in line with the Home Office [Guidance](#).

4.10 Self neglect or self injurious behaviour

For more information please see Social Care Institute for Excellence [Self Neglect Report - 46](#)

Protocols Section:

4 Referral

4.5 Pre-referral consultation process

If you are uncertain whether or not to refer a matter to the social services agency, a formal pre-referral consultation process is available, to assist in deciding whether an adult protection alert is necessary. This consultation may be anonymous with regard to the identity of the caller and any other people involved. **For Kent phone 08458 247100, for Medway phone 01634 334466. State that you are asking to consult about an adult protection concern.**

4.8.1 The Referral Levels have now been removed and now just state:

- **Internal**
- **Referral to Social Services Agency**
- **Referral to Police**

5 What Should We Do if One Vulnerable Adult Abuses Another?

The hyperlink to the stand alone Vulnerable Adult to Vulnerable Adult Abuse Protocol has now been added.

13 Responsibilities

- 13.1 What are my responsibilities as a designated senior officer (DSO)
- a Seeing that there is a completed **alert/referral form on the file and that the completed information is added to the AP data base.**
- 13.2 What are my responsibilities as the investigating officer?
- a. * Ensure that an appropriate **alert/referral form has been completed by the professional receiving the initial information and that this is updated on the form and data base as additional information becomes available.**

Guidance Section:

2 Legal Issues Relating to the Abuse of Vulnerable Adults

The Social Care Institute for Excellence published in December 2011 'Safeguarding adults at risk of harm: A legal guide for practitioners'.

This guide is aimed primarily at practitioners working in various settings for organisations involved in safeguarding. But it may also be useful for volunteers and families. It aims to equip practitioners with information about how to assist and safeguard people. Knowing about the legal basis is fundamental, because the law defines the extent and limits of what can be done to help people and to enable people to keep themselves safe.

This guide is intended to serve as a pointer to the law and to how it can be used. It tries to explain the law in reasonably simple terms, so it is selective and does not set out full details of each area of law covered. When it comes to the law, further advice will often be needed, but an awareness of it can help practitioners ask the right sort of question and explore possible solutions.

To access the guide please see the SCIE [website](#). This now replaces the whole of section 2. We suggest that you access this on line using the link above. Be aware that if you wish to print this document it has 280 pages. Although this is a sizable document it is very accessible with good contents pages that allows direct access to each section.

6 Referral Guidelines to Assist Services to Report Adult Protection Concerns to the Social Services Agency

- 1 **Form AP1** should be e-mailed via a secure link using the criminal justice secure e-mail system (cjsm) or faxed to the appropriate social services agency. The intended recipient of the form should be clearly stated. Please indicate on AP1 if the concern has already been referred to other agencies e.g. police.

The following has been added to the bottom of the AP1 form:

Contact Details:

Kent: Secure email: kcasssecurecjsm@kent.gov.uk
Fax: 01732 221709

Medway: Secure email: ss.accessandinfo@medway.gov.uk.cjsm.net
Secure fax: 01634 334504

17

Financial abuse

For more information please see [Social Care Institute for Excellence Assessment: Financial Crime Against Vulnerable Adults - Report 49](#)

20

Adult Protection Referral Checklist for the Social Services Agency

- I E-mail a copy of the partially completed alert/referral form to the team administrator to enable the alert information to be entered onto the adult protection database. As additional information becomes available, this should be added to the alert/referral form and passed to the administrator to add to the data base.

21

Adult Protection Operational Guide for the Social Services Agency Staff

3. GP

Consider if it is appropriate to inform the GP of the adult protection or quality in care concerns reported.

37

PREVENT

The following section has been taken from the Home Office Website:

Prevent is the strand of the counter-terrorism work stream that aims to stop people becoming terrorists or supporting terrorism.

The new [Prevent strategy](#) is based on the conclusions of the [Prevent Review](#) published June 2011.

Challenging extremist ideas

Preventing terrorism will mean challenging extremist ideas that are conducive to terrorism or are shared by terrorist groups.

Prevent objectives

The objectives for Prevent will be:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it
- prevent vulnerable people from being drawn into terrorism and ensure that they are given appropriate advice and support
- Work with a wide range of sectors (including education, criminal justice, faith, charities, the internet and health and social care) where there are risks of radicalisation which needs to be addressed.

If you have concerns that a vulnerable adult may be a victim of radicalisation please contact [Kent police](#).